

Minutes of the Finance Committee

Wednesday, February 6, 2013

Chair Haukohl called the meeting to order at 2:00 p.m.

Present: Supervisors Pat Haukohl, Richard Morris, Dan Draeger, Cathleen Slattery, Bill Zaborowski, and Pamela Meyer. Larry Nelson arrived at 2:02 p.m.

Also Present: Chief of Staff Mark Mader, The *Freeman* Reporter Darryl Enriquez, Senior Financial Analyst Clara Daniels, Architectural Services Manager Dennis Cerreta, Assistant Corporation Counsel Kim Haines, Community Development Coordinator Kristin Silva, and Business Manager Peter Mudek. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 1-16-13

MOTION: Morris moved, second by Zaborowski to approve the minutes of January 16. Motion carried 6-0.

Schedule Next Meeting Dates

- February 20, 2013

Nelson arrived at 2:02 p.m.

Contract Procurement Process for the Courthouse Future Study, Capital Project #200914

Cerreta indicated the contract was awarded to Zimmerman Architectural Studios, the highest rated proposer, for a total contract cost of \$158,254. The budgeted amount was \$250,000. A total of eight vendors submitted proposals for consideration.

Referring to the contract cost being much less than the budgeted amount, Haukohl asked if Zimmerman understood all of the parameters. Cerreta indicated yes. He said the process went very well and all County RFP guidelines were followed. Haukohl noted the City of Waukesha is included in the contract as an alternate at an additional cost of \$15,632. She asked who will pay this amount. Ceretta said the City will go through their own approval process and believes the Common Council will approve the funds. Haukohl asked if a Memorandum of Understanding will be included with the contract. Mader indicated that appropriate language would be in place and Ceretta advised this was documented in the RFP process. Mader said the addition of the City of Waukesha to the RFP was considered the best of intergovernmental cooperation and cost/benefits will be examined to ensure it works for both parties. To answer Meyer's question, Cerreta said the study will begin next week as they are on a tight schedule and results will be presented to the full County Board.

MOTION: Morris moved, second by Draeger to approve the contract procurement process for the courthouse future study, Capital Project #200914. Motion carried 7-0.

Fund Transfer 2012-024100-1: Parks & Land Use Department (Community Development) – Transfer Funds from Operating Expenses to Personnel Expenses and Interdepartmental Expenses

Silva discussed this fund transfer which involves transferring \$88,300 to cover a retirement payout (\$25,877) and due to staff time to complete the EAP residential portion of the EAP grant (\$62,423). Funds are available due to unused prior year administration cost recovery allocations and from residential project cancelations.

MOTION: Nelson moved, second by Zaborowski to approve Fund Transfer 2012-024100-1 for the Parks & Land Use Department (Community Development). Motion carried 7-0.

MOTION: Draeger moved, second by Slattery to adjourn at 2:20 p.m. Motion carried 7-0.

Respectfully submitted,

William J. Zaborowski
Secretary